



STATE
OF
GEORGIA

31-01
Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date 2/11/72	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 13		Date Received FEB 28 1972	Date Completed FEB 29 1972
3. AGENCY, Division, Subdivision & Administering Office Address Comptroller General's Office State Fire Marshal's Office Hazardous Materials Division		4. Person to Contact E. H. Edwards, Jr.	5. Working Title Director, HMD
		6. Tel. No. 656-2064	

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Inclusive Dates 1964 to date	9. EXACT SERIES TITLE Licensed Explosives Dealers and Users Case Files
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10. What function performed resulted in creation of this series

Regulation of Explosives Dealers and Users for storage, handling, transport, sale, possession and use of Explosives as required by the Safety Fire Act of 1949. Licenses are issued annually and as new companies or persons submit application for license. Routine and approval inspections are conducted and deficiency reports submitted and filed. Monthly recap reports submitted by licenses received and filed.

11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any

Annual (Calendar Year) record of Explosives license applications (FM-34), licenses (FM-2), monthly recap reports (FM-25), inspection reports (FM-17), plans and correspondence.

EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers				1 1/3	2.67
Legal-size File Drawers	9	18	Floor Space Occupied (Square Feet)	In Office(s) 12.6	In Storage Area(s) 5.6
			By Annual Accumulation	This Year's	Last Year's
			AVERAGE DAILY REFERENCES	30	5
				2	Less than 1

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☒ NO
15. Is the information contained in this series ever summarized or published? ☐ YES ☒ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
17. Does the series document policies and procedures of agency's operation or function? ☐ YES ☒ NO
18. Could the function be performed if the files were lost or destroyed? ☐ YES ☒ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO
22. Is the series affected by Federal or grant funds? ☐ YES ☒ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☒ NO

24. REQUIREMENTS. The following requires the files to be kept 10 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER, then:

A. ☐ Destroy immediately after cut off.

B. ☒ Hold in current files area 3 month(s)/ 3 year(s), then:

1 ☐ Destroy.

2 ☒ Transfer to records center; hold 7 year(s), then:

a ☒ Destroy.

b ☐ Transfer historical material to Archives; destroy remainder.

3 ☐ Destroy after audit (or year(s) after audit).

C. ☐ Hold in current files area indefinitely.

D. ☐ Hold in current files area year(s), then transfer to Archives permanently.

E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

Based on experience of requests for information contained in these records.

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. Inventory taken by E. H. Edwards, Jr.	Recommendations prepared by E. H. Edwards, Jr.	Approved for Division Date <i>Ben Lee 1-31-72</i>	Records Management Officer Date <i>Fred Anderson 2-11-72</i>
Recommendations in Paragraph 25 are:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Johnnie L. Caldwell</i>	Date
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Quarrell Hart</i>	Date 2-25-72
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Devin Fortney</i>	Date 2-28-72
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Jimmy Carter</i>	Date 2-28-72